

The Form is One Page

If possible, the form is limited to one page.

Stakeholders Complete the Same Form

If possible, facility owners/operators, excavators, locators and anyone else involved in the damage prevention process complete the same form.

An Organization is Identified to Receive the Information

A centralized and independent organization is identified to receive and process completed forms.

The Organization is Able to Interface with All Stakeholders

The organization collecting the information is able to interface with all groups to promote completion and return of completed forms.

Evaluating

An Organization Evaluates the Data

A centralized and independent organization, such as a damage prevention committee, is identified to evaluate the completed forms and publish the data.

The Organization has Representation from All Stakeholders

The damage prevention committee, with representation from all interested stakeholders, is utilized in the evaluation process.

Data is Used to Improve Damage Prevention Efforts

The reported data is used to assess and improve underground damage prevention efforts.

Data is Used to Elevate Underground Damage Awareness

The reported data is not primarily used to penalize or punish; rather, it is used to elevate underground damage awareness through recommended training and education.

Data is Summarized by Key Components

The reported data is summarized by key components.

Root Causes are Identified

Root causes of damages or near damages are identified.

Results are Quantified Against a Standardized Risk Factor

Results are quantified against a standardized risk factor. This risk factor considers a stakeholders' exposure to potential damage. This risk factor may be based on factors such as the number of miles of line installed or the number of one-call notification tickets. For example, a risk factor may compare how many underground damages occurred in a certain time period versus the total number of notification tickets issued.

Performance Levels and Trends are Assessed

Performance levels and trends are assessed against other organizations.



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Call, Design, Locate, and Dig Safely

**Reporting
and
Evaluation**

**UNDERGROUND FACILITIES
DAMAGE PREVENTION**

BEST PRACTICES

Reporting and Evaluation

BEST PRACTICES

Whether you are a facility owner or operator, locator, design professional, one-call center employee, excavator, contractor, or other stakeholder, ensuring the safety of those who work or live in the vicinity of underground facilities and protecting vital services is everyone's responsibility.

The Common Ground Alliance is a nonprofit organization dedicated to shared responsibility in damage prevention. The purpose of the CGA is to ensure public safety, environmental protection, and integrity of services by promoting effective damage prevention best practices.

Timely reporting of available data and adequate and effective evaluation of that data can help to reduce underground facility damages. This brochure provides a brief review of the best practices associated with the Reporting and Evaluation of data related to damages to underground facilities. For more detailed information on all of the damage prevention best practices, please visit the Common Ground Alliance Web site at: www.commongroundalliance.com.



Reporting

All Stakeholders Report Information

Facility owners/operators, locators, excavators, or stakeholders with an interest in underground damage prevention report qualified information on incidents that could have, or did, lead to a damaged underground facility.

Standardized Information is Reported

The requested data is standardized and consists of minimum essential information that can be analyzed to determine what events could, or did, lead to a damaged facility. This means that collected data should include damage information, downtime and near-misses.

Identify the Non-Compliant Stakeholder

It is important to identify the non-compliant stakeholder (facility owner/operator, excavator, locator, or one-call notification center) so that this group can be targeted with education and training. It may not be necessary to pinpoint the names and addresses of the offenders for the purpose of improving the damage prevention program.

Person Reporting Provides Detailed Information

If all of the requested data is not available, the person reporting the information provides the most complete information possible.

Requested Information May Change

Requested information changes as additional or different data is deemed necessary for the evaluation process. The report is revised, as needed, to adapt to the changes in the state's statutes, the evolution of industry technology, and the awareness of root causes.

A Standardized Form is Adopted

A standardized form is adopted and distributed to all facility owners/operators, locators, excavators and other appropriate stakeholders.

The Form is Simple

Data is reported using simple, standardized form. By limiting the number of hand-written responses, the information is easy to complete. Check-boxes or other simple answering techniques help the person reporting the information and make the evaluation process easier.

Training is Provided

Training and education on how and when to complete the form is made available.

Flexibility on Completing and Returning the Form is Provided

Flexibility is provided for both completing and returning the form. This may include providing self-addressed forms, web page forms, faxing completed forms, and/or telephone reporting.